

NOTICE OF MEETING

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

Adelaide Plains Council Historical Committee of the




will be held in

**Mallala Museum
1 Dublin Road
Mallala**

On

Wednesday 5 May 2021 at 7:00pm



.....
Darren Starr

**GENERAL MANAGER DEVELOPMENT
& COMMUNITY**

AGENDA

	Page
1. <u>ATTENDANCE</u>	
1.1 Present	
1.2 Apologies	
1.3 Not Present/Leave of Absence	
2. <u>CONFIRMATION OF MINUTES</u>	
2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 7 April 2021 be accepted”	4
3. <u>BUSINESS ARISING</u>	
3.1 Presentation of certificate to Ian Wedding	
4. <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u>	
5. <u>ADJOURNED BUSINESS</u>	
6. <u>REPORTS FOR INFORMATION</u>	
6.1 Resolutions Actions Report – April 2021	10
6.2 Monthly Financial Report – April 2021	13
6.3 Monthly Correspondence Report – April 2021	15
7. <u>REPORTS FOR DECISION</u>	
8. <u>QUESTIONS ON NOTICE</u>	
No Confidential Items	
9. <u>QUESTIONS WITHOUT NOTICE</u>	
10. <u>MOTIONS ON NOTICE</u>	
11. <u>MOTIONS WITHOUT NOTICE</u>	
12. <u>URGENT BUSINESS</u>	

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

Wednesday 2 June 2021

15. CLOSURE



2. CONFIRMATION OF MINUTES

Wednesday 5 May 2021

Items:

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 7 April 2021 **(MB Folio 111 to 115 Inclusive)**, be accepted as read and confirmed.”

MINUTES

of

Adelaide Plains Council Historical Committee Meeting of the



Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

HELD IN

**Mallala Museum
1 Dublin Road
Mallala**

on

Wednesday 7 April 2021

The Presiding Member formally declared the meeting open at 7.00pm.

1. ATTENDANCE

1.1 Present

Mrs C Young (Acting Presiding Member)

Mr P Angus

Mr R Bevan

Mr J Franks

Ms L Parsons

Mr A Tiller

Mr G Tucker

Also in attendance for the meeting:

Manager Library and Community

Ms Anne Sawtell

Mr V Chenoweth

1.2 Apologies

Mr S M Strudwicke

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution

2021/21

Moved Mr Tucker Seconded Mr Angus

that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 3 March 2021 **(MB Folio 105 to 110 Inclusive)**, be accepted as read and confirmed with the amendment that Mr A Tiller seconded resolution 6.4 ."

CARRIED

3. BUSINESS ARISING

Nil

4. DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)

Nil

5. ADJOURNED BUSINESS

Nil

6. REPORTS FOR INFORMATION

6.1 Resolutions Actions Report – March 2021

Committee Resolution

2021/ 022

Moved Mr Franks Seconded Mr Angus

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – March 2021*, dated 7 April 2021, receives and notes the report.”

CARRIED

6.2 Monthly Financial Report – March 2021

Committee Resolution

2021/ 023

Moved Ms Parsons Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – March 2021*, dated 7 April 2021, receives and notes the verbal report.”

CARRIED

6.3 Monthly Correspondence Report – March 2021

Committee Resolution

2021/ 024

Moved Ms Parsons Seconded Mr Angus

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence Report – March 2021* dated 7 April 2021, receives and notes the report.”

CARRIED

6.4 Monthly School and Group visits – March 2021

Committee Resolution**2021/ 025**

Moved Mr Franks

Seconded Mr Angus

“that the Adelaide Plains Historical Committee, having considered Item 6.4 – *Monthly School and Group visits – March 2021*, dated 7 April 2021, receives and notes the report and invites previous Committee and volunteer members who have conducted Museum tours to teach and pass on their knowledge to current Committee members and volunteers.”

CARRIED**7. REPORTS FOR DECISION**

7.1 Mallala Museum reopening – March 2021 update

Committee Resolution**2021/ 026**

Moved Mr Franks

Seconded Ms Parsons

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1– *Mallala Museum reopening – March 2021 update*, dated 7 April 2021, receives and notes the report and in doing so determines that the Mallala Museum will be reopened on Sunday, 2 May 2021.”

CARRIED**8. QUESTIONS ON NOTICE**

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. MOTIONS ON NOTICE

Nil

11. MOTIONS WITHOUT NOTICE

- 11.1 Purchase of miscellaneous cleaning equipment

Committee Resolution**2021/ 027**

Moved Mr Bevan

Seconded Mr Tiller

“that the Adelaide Plains Historical Committee authorises Mrs Young to purchase various cleaning tools, up to the value of \$150.”

CARRIED**12. URGENT BUSINESS**

Nil

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

- 14.1 Wednesday 5 May 2021


15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.10pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

 Adelaide Plains Council	6.1	Resolution Actions Report – April 2021	
	Department: Report Author:	Development and Community Manager Library and Community	
Date: 5 May 2021	Document Ref:	D21/18525	

OVERVIEW

The purpose of this report is to regularly update members regards the status of ongoing Committee resolutions, which has been recorded since 2020. Each month, the Manager Library and Community reviews the status of all outstanding resolutions.

If Members have been endorsed by the Committee to undertake a resolution, it would be greatly appreciated if they can advise the Manager Library and Community (preferably by email) when the action has been successfully completed. This will ensure that the Resolution Register is kept up to date. Please note that there are a few outstanding resolutions in the attached resolution register (**Attachment 1**).

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – April 2021* dated 5 May 2021, receives and notes the report.”

Attachments

1. Resolution Register

References

Legislation


Local Government Act 1999 (SA)

Local Government (Procedures at meetings/ Regulations 2013 (SA)

Adeladie Plains Council Historical Committee - Resolutions from November 2020

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
03-Feb-21	11.1	Repairs to clutter-buck tractor engine - recognition of Ian Weddings work	“that the Adelaide Plains Historical Committee instructs the Manager Library and Community to organise a framed appreciation certificate for Ian Wedding, to be presented to him when members return back to meeting in the Mallala Museum school room.”	2021/6	Presentation confirmed May 2021 meeting
03-Feb-21	11.2	RAAF Centenary celebrations – purchase of male mannequins	“that the Adelaide Plains Historical Committee authorises Ms Parsons to purchase 3 male headed mannequins up to the value of \$600 to be displayed in the forthcoming RAAF Centenary celebrations”	2021/7	1 mannequin has been purchased
03-Feb-21	11.3	Upstairs Gallery – air-conditioner quotes	“that the Adelaide Plains Historical Committee requests the Manager Library and Community to obtain quotes to install an air conditioner in the Museum’s Upstairs Gallery.”	2021/8	Airconditioner to be installed 2020/21 financial year - subject of Dept of Environment and Water approval
03-Mar-21	11.2	REO Speedwagon Fire Shed – door signage	“that the Adelaide Plains Historical Committee engages a signwriter to provide a sign with the wording ‘Township Fire Station’ in line with the graphics and colour, as per the original door sign.”	2021/18	Jim Franks to contact local signwriter
03-Mar-21	11.3	Upstairs Gallery – locks for cabinets	“that the Adelaide Plains Council Historical Committee instructs the Manager Library and Community to purchase chrome locks for securing the Upstairs Gallery glass door cabinets, up to the total value of \$50.”	2021/19	Locks have arrived - Jim Franks to instal
07-Apr-21	2.1	Confirmation of Minutes	that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 3 March 2021 (MB Folio 105 to 110 Inclusive), be accepted as read and confirmed with the amendment that Mr A Tiller seconded resolution 6.4 .”	2021/21	Completed
07-Apr-21	6.1	Resolutions Action Report - March 2021	“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – March 2021, dated 7 April 2021, receives and notes the report.”	2021/22	Completed
07-Apr-21	6.2	Monthly Financial Report - 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – March 2021, dated 7 April 2021, receives and notes the verbal report.”	2021/23	Completed
07-Apr-21	6.3	Monthly Correspondence Report - March 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – March 2021, dated 7 April 2021, receives and notes the report.”	2021/24	Completed
07-Apr-21	6.4	Monthly School and Group Visits - March 2021	“that the Adelaide Plains Historical Committee, having considered Item 6.4 – Monthly School and Group visits – March 2021, dated 7 April 2021, receives and notes the report and invites previous Committee and volunteer members who have conducted Museum tours to teach and pass on their knowledge to current inexperienced Committee members and volunteers.”	2021/25	?
07-Apr-21	7.1	Mallala Museum Reopening - March 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – Mallala Museum reopening – March 2021 update, dated 7 April 2021, receives and notes the report and in doing so determines that the Mallala Museum will be reopened on Sunday 2 May 2021.”	2021/26	Completed - all COVID19 preparations actioned.

07-Apr-21	11.1	Purchase of miscellaneous cleaning equipment	“that the Adelaide Plains Historical Committee authorises Mrs Young to purchase various cleaning tools, up to the value of \$150.”	2021/27	?
-----------	------	--	---	----------------	---

	6.2	Monthly Financial Report – April 2021	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 5 May 2021	Document Ref:	D21/19100	

OVERVIEW

Each month Council's finance staff provide a financial statement (**Attachment 1**) for Members to consider at their Committee meeting.

As the Mallala Museum reopened its doors to the general public on Sunday 2 May 2021, and school and group bookings are now be taken, door money income will be generated.

Costs incurred from the Transport Gallery refit have been paid from the Museum budget eg material general ledger line. Depending on further expenditure associated with the Transport Gallery this financial year, the Committee may be required to pay for some of the expenses eg transfer funds from the Museum's Bank account.

Lastly, Committee members should now be recommending the purchase of any necessary equipment and furniture eg compactus, as well as archival materials, to ensure purchase orders are raised by the Manager Library and Community and payment is made during this financial year.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – April 2021, dated 5 May 2021, receives and notes the report.”

Attachment

1. Financial Statement – prepared by General manager Finance and Business

References

Legislation

Local Government Act (SA) 1999

INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2020 TO APRIL 2021			
Details	Budget (Ex. GST)	GST \$	Net \$
Income			
Door Money	2,000	-	-
Donation from from Miss M.E. Dow	-	-	100.00
Sundry Sales	4,000	-	-
Interest from Bank	2	-	2.41
Total Income	6,002	-	102.41
Expenditure			
<i>To be transferred to Council (the fire engine shed to rehouse the REO Speedwagon) **</i>		1,150.40	11,504.00
Service Contracts (AMA/Flick)	3,450	31.20	312.00
Advertising	400	57.10	571.00
Fuel (REO Fuel)	100	-	-
Electricity (Origin)	2,700	149.08	1,490.87
Consumables & Hardware (Petty Cash)	500	199.01	2,027.56
Stationery	300	-	-
Materials	1,250	12.63	162.63
NBN Internet	700	54.50	545.50
Equipment & Furniture	1,000	7.18	71.82
Postage	-	-	49.35
Assets Insurance	4,976	341.30	3,412.76
Other Expenditure	4,250	70.35	703.55
Total Expenditure	19,626	2,072.75	20,851.04
Net Income/(Expenses)	(13,624)		(20,748.63)


SUMMARY OF BUDGET AGAINST ACTUAL

Actual Income (Net of GST)	102.41
Budgeted Income (Net of GST)	6,002.00
<u>Over/(Under) Income Budget for 2020/2021</u>	<u>(6,104.41)</u>
Actual Expenditure (Net of GST)	20,851.04
Budgeted Expenditure (Net of GST)	19,626.00
<u>Available Expenditure Budget for 2020/2021</u>	<u>(1,225.04)</u>
<u>Non Budgeted Expenditure 2021</u>	<u>11,504.00</u>

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 01/07/2020	33,094.07
Income Received (incl GST)	102.41
Less : Expenses incurred in 19/20 paid back to the Council**	(1,257.42)
Closing Bank Balance as at 30/04/2021	31,939.06
Actual bank balance as at 30/04/2021	31,939.06
	-

**Money that was donated by local community and businesses in 19/20 towards the REO speedwagon (02/17500/113 – Sundry sales income) was \$7,859.87 of which \$1,257.42 was used in 19/20 to pay for Algar invoices

	6.3	Monthly Correspondence Report – April 2021	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 5 May 2021	Document Ref:	D21/19048	

OVERVIEW

Each month Adelaide Plains Council Historical Committee’s Secretary Ms Laura Parsons provides a report about all the correspondence received and all the correspondence sent out, on behalf of the Committee (**Attachment 1**). Ms Parsons regularly forwards relevant incoming emails, sent to the Mallala Museum account, to Members.

This is an ongoing regular report to ensure that Members are kept up to date regards the Committee’s activities, including the Mallala Museum.

As the second School Term has now commenced, there has been three schools who have recently approached Ms Parsons about their classes visiting the Museum. Members have previously expressed their keenness to restart our school visits program. It is recommended that at the May 2021 Committee meeting, Members refer to **Attachment 2** and discuss strategies on how best to begin again our class visits.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence Report – April 2021* dated 5 May 2021, receives and notes the report.”

Attachment

1. Correspondence Report – April 2021 – D21/18937
2. School Visits Report – April 2021 – D21/18936

References

Legislation

Local Government Act (SA) 1999

Mallala Museum Correspondence Report

May 2021

Mail

Email

David Spackman of Watervale – story of the plane crash at Watervale in 1942
Liz Carpenter enquiring about opening hours
Greg Mackie History Trust re Giving Day
APC – Volunteer week celebrations & movie tickets
History SA - History Festival opening night
Sally Stephenson - Transcribing oral history workshop 30/4
HCSA – Newsletter
Burra History Group – visit to inspect our digitizing documents systems
Pauline Cockrill – Museums and collections news
From RAAF – April meeting cancelled
HTSA – talking History online “Down the Rabbit hole” online seminar which I attended
Balaklava Museum - History Festival at Balaklava May 1st & 2nd
Lynette – First Aid Course at Two Wells

Facebook messages

School visit enquiry – see school discussion paper

Outgoing Email

Responses to the above
To Gwenda – school visits training

Recent donations

Visits

2 recent visits went well:
Banksia Tours
St Mary's Probus 30 people – only Laura attended

SCHOOL VISITS PROPOSAL

School visits have been undertaken by Mallala Museum for many years. They are quite a lot of work for us, can be tiring and don't earn us a lot of money but they are a valuable community service. We have quite a few interested teachers queued up at the moment.

If we wish to maintain the current format of separating the children into four groups, which rotate around the Museum, then we need to work out some details:

Should we even continue with the school visits?

How many areas could we cover eg. 3, 4, 5?

Which areas could we cover?

Who is available on which days?

Do we need WWC cards?

Can new people be trained to cover some areas or new volunteers create their own stories?

How long should we spend in each area?

How much will we charge them?

On a waiting list we currently have:

- 1. Alice Cunningham Year ½ Horizon, 24 students on a Thursday, looking at how daily life has changed from the past.
- 2. Angus Bugeja Gawler year 5/6 2 classes and possibly 4, looking at 20th Century Australia
- 3. Adele Taylor, Xavier Two Wells "Then and Now"

Possible areas:

Who can do this area:

South Gallery

War area

Upstairs

Paintshop Gallery

Ag shed

Farmers Walk

Schoolroom

Transport Gallery (when completed)